

The incumbent performs a variety of clerical duties in one or more of the following areas (personnel, fiscal, administrative services, program records and reports, data processing etc.). The incumbent will be employed for a short period of time or under special emphasis programs such as work study, stay-in school, etc. More specifically:

A. Duties

- Receives and reviews documents used in the area of work assigned to assure they are complete, accurate, and appropriate number of copies received.
- Types routine correspondence such as form letters, speed memos, etc., to government and non-government- individuals to request and/or furnish information of a nontechnical nature.
- Initiates various documents in connection with work.
- Gathers and records data and prepares simple reports.
- Maintains various subject matter files and withdraws material from files.

B. Factors

1. Knowledge Required by the Position

- knowledge of documents and forms used in area of work to select proper form for task to be done.
- knowledge of English grammar, spelling and punctuation to type and prepare routine correspondence, forms, etc.
- knowledge of the unit's function and terminology used to furnish information of non-technical nature and to assemble records and/or statistics.
- knowledge of contents of files maintained by office to file or to withdraw material.
- skill to operate simple office machines such as typewriter, adding machine, copier etc. A qualified typist is not required.

2. Supervisory Controls

Routine clerical tasks are performed independently and seldom reviewed. New or unusual assignments are explained in detail and reviewed upon completion for accuracy, completeness and compliance to instructions. The incumbent is expected to plan and carry out

routine work without instructions. Supervisor is available to answer questions and resolve problems.

3. Guidelines

In addition to oral instructions, guidelines include desk manuals containing samples, correspondence manual, and dictionaries. Incumbent uses judgement in selecting and applying the appropriate guide.

4. Complexity

The work Involves routine clerical tasks such as filing, compiling data, copying, etc. The work is usually performed in a prescribed sequence.

5. Scope and Effect

Purpose of the work is to assist higher graded clerical personnel in the accurate and timely completion of work which contributes to the efficiency of the unit. Failure to perform these duties accurately impacts upon the work of the organization.

6. Personal Contacts

Contacts are with coworkers.

7. Purpose of Contacts

Purpose of contacts is to receive assignments and exchange information necessary for the timely completion of duties.

8. Physical Demands

The work is mostly sedentary, however some bending and stooping may be required when filing.

9. Work Environment

The work is performed in an office setting.